

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Maritime Operations Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Oversees the maintenance, technical systems, and cruise ship operations of Nauticus, an education and entertainment science center. Includes managing technical and maintenance staff, budgetary needs, housekeeping, special events, and tenant services.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|--|
| 1 | L | Directs special projects by interacting with outside vendors and contractors, performing cost analysis and estimates, preparing schedules, and approving finished work and payments. |
| 2 | L | Assists director in implementing policies and procedures by performing personnel functions such as hiring, interviewing, evaluating, and training, making recommendations for operational changes, and preparing the fiscal year budget. |
| 3 | L | Directs daily operations of center by monitoring staff requirements, ensuring facility safety through building inspections, interacting with staff and guests, and facilitating operations meetings. |
| 4 | S | Manages the operation budget by tracking accounts to ensure expenditures are within budget limits and verifying purchase requests before acquisition. |

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires broad knowledge in a construction and building management. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent. |
| Experience | Three years of progressively responsible experience in the supervision or management of a large building operation. |
| Certifications and Other Requirements | N/A |
| Reading | Work requires the ability to read manuals, blueprints, memorandum, reports, and general correspondence. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as geometry and some budgetary calculations. |
| Writing | Work requires the ability to write business letters, memorandum, reports, and general correspondence. |
| Managerial | Managerial responsibilities include planning various projects and activities, preparing workloads, and supervising employees. |
| Budget Responsibility | Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures. |
| Supervisory / Organizational Control | Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed. |
| Complexity | Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. |

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary | Light | X | Medium | Heavy | Very Heavy |
|---|---|---|---|--|---|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | O | Copier, fax machine, filing, meetings, staff interaction, supervision |
| Sitting | F | Computer, desk work, answering telephone, meetings |
| Walking | F | Inter-office, inspections, staff interaction |
| Lifting | R | Tables, chairs, exhibit crates, office supplies, files, folders |
| Carrying | R | Chairs, tables |
| Pushing/Pulling | R | Carts |
| Reaching | R | Supplies on shelves |
| Handling | N | |
| Fine Dexterity | O | Computer, writing, drafting, drawing |
| Kneeling | N | |
| Crouching | R | Viewing or inspection of equipment |
| Crawling | N | |
| Bending | R | Viewing or inspection of equipment, lifting chair or table |
| Twisting | N | |
| Climbing | R | Ladder, stairs |
| Balancing | R | On ladder, stairs |
| Vision | C | Computer, desk work, reading, writing, drawing, inspections, observations, supervision |
| Hearing | C | Telephone, co-workers, supervisor, engineers, various vendors/suppliers, meetings |
| Talking | C | Telephone, co-workers, supervisor, engineers, various vendors/suppliers, meetings |
| Foot Controls | N | |
| Other (specify) | N | |

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, scanner, sign machine, Standard Microsoft Windows and Office software, Robert Shaw digital management system

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | M | Dirt and Dust | N |
| Chemical Hazards | N | Extreme Temperatures | N |
| Electrical Hazards | M | Noise and Vibration | M |
| Fire Hazards | N | Fumes and Odors | M |
| Explosives | N | Wetness/Humidity | N |
| Communicable Diseases | N | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | N | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | -- |
| Other (see 2 below) | -- |

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
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|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | O |
| Frequent Change of Tasks | O |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | R |
| Noisy/Distracting Environment | N |
| Other (see 3 below) | N |

(3)